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GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

NOTIFICATION

The 13th August, 2025

Subject: Launch of "Staff Suggestion Scheme" for Government Employees – Guidelines for Submission, Evaluation, and Recognition of Innovative Suggestions.

No.27626–GAD-AR-MISC-0011/2025/AR.–The Government of Odisha is committed to fostering a culture of innovation, collaboration, and participatory Governance across all Departments. In furtherance of this objective, the State Government has introduced an innovative online platform titled **"Staff Suggestion Scheme",** designed and developed by the Centre for Modernizing Government Initiative (CMGI), General Administration & Public Grievance (GA & PG) Department.

The **Staff Suggestion Scheme Portal** is a secure digital space where **all regular Government employees of Odisha having valid HRMS IDs** can log in and submit innovative suggestions aimed at improving public service delivery, administrative processes, policy making, digital transformation, and over all Governance.

The salient features and operational modalities of the Staff Suggestion Scheme are outlined below:

I. Access and Participation

- All government employees with valid **HRMS IDs** can log in to the Staff Suggestion Scheme Portal.
- After authentication, employees can submit their innovative suggestions under specified themes or areas.
- Employees may also view, comment, **like, dislike,** and **vote** on suggestions submitted by others.

II. Emerging Suggestions

- Any suggestion that receives **a minimum of 1000 'likes'** will be categorized as an **"Emerging Suggestion."**
- All Emerging Suggestions will be automatically listed for departmental review and assessment.

III. Departmental Evaluation Committees

- Each Administrative Department shall constitute a **Departmental Suggestion Evaluation Committee** comprising 5–7 senior officers including one nodal officer not below the rank of Joint Secretary.
- The Committee shall be responsible for:
  - Periodic review of emerging suggestions relevant to the Department.
  - Evaluation of feasibility, scalability, and impact potential.
  - Selection of top suggestions for formulation into policies, schemes, or process improvements.
- The **originating employee** of a selected suggestion shall be made part of the consultation group to present and deliberate on the proposal before the Government.

IV. Interdepartmental Submissions

- Employees shall be free to submit suggestions applicable to **any Department** irrespective of their own department of posting.
- Respective Departmental Committees shall take cognizance of such cross-cutting or interdepartmental suggestions and evaluate them accordingly.

V. Recognition:

- The best suggestions from among the shortlisted submissions will be duly recognized with an appropriate reward.
- Contributors of the Best Comments, judged on the basis of quality and relevance, may also be acknowledged with suitable tokens of appreciation.

VI. Implementation & Monitoring

- The GA & PG Department shall act as the **Nodal Department** for overseeing the functioning and monitoring of the Staff Suggestion Scheme Portal.
- Departments are requested to:
  - Nominate a Nodal Officer for coordinating activities under the Portal.
  - Constitute Departmental Suggestion Evaluation Committees within 15 days from the issuance of this Office Memorandum.

- Ensure awareness and active participation of employees through internal communications.

VII. Technical Support and Contact

- CMGI will provide training modules, FAQs, and helpdesk support to assist users and departmental nodal officers.
- All technical queries may be addressed to the CMGI support team via the Portal's help section or email at **: admin@cmgi.org.in or can raise an online support ticket in the Portal**.

All Departments/Heads of Offices are requested to disseminate this information widely among their employees and take proactive steps to ensure active engagement with the Staff Suggestion Scheme Portal, thereby contributing to a culture of innovation and collaborative Governance in the State.

By Order of the Governor
DEBABRATA MALLICK
Additional Secretary to Government

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